

## RAPID REHOUSING ACTIVITIES:

### MONITORING CHECKLIST

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

#### **FILE CHECKLIST:**

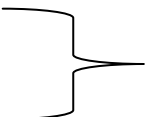
##### **Client Information**

- ☐ Initial Consultation – Initial evaluation to determine eligibility, amount and type of assistance
  - ☐ No appropriate housing options have been identified
  - ☐ Household lacks the financial resources and support networks to obtain or remain in housing
- ☐ Intake Form - Complete **Housing Works** Streamlined Assessment Form to verify if client has already received services. Form can be accessed at: <https://hmis.housingworks.net/>
- ☐ Complete Housing Works Paper HMIS Form - If client not identified in the system
- ☐ Initial Assessment

##### **AT-RISK HOMELESSNESS DOCUMENTATION**

- ☐ At Risk Homeless Certification: *\*Use OHCD ESG Form #3*
- ☐ Income Verifications (third party documentation). *\* Use OHCD ESG Form #6*  
{ (Participant's must have income at or below 30% of AMI (HUD Guidelines)) }  
<https://webapps1.hud.gov/hfc/calculator>
- ☐ Self Income certification (only if third party cannot be verified, documentation required for efforts) *\*Use OHCD ESG Form #4*
- ☐ **RECERTIFICATION:** Income verification every three months *\* Use OHCD ESG Form #10*

##### **HOMELESS DOCUMENTATION**

- ☐ Homeless Certification
  - ☐ Third-Party Documentation
  - ☐ Self-Declaration of Housing Status
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- Use OHCD ESG Form #2

##### **FILE DOCUMENTATION**

- ☐ Housing Plan
- ☐ Case Notes
- ☐ Identification Documentation: Copy of government issued proof of citizenship (birth certificate, social security card, drivers license, passport).
- ☐ Documentation of connection to mainstream resources
- ☐ Staff Certification of Eligibility for ESG Assistance - Use OHCD ESG Form #5

### **Rental Assistance (short term – up to 3 months or medium term – up to 24 months )**

- ☐ Completed & passed habitability inspection
- ☐ Annual re-inspection (if rent assistance exceeds 12 months.)
- ☐ Assistance cannot be combined with other federal subsidies
- ☐ Rent reasonable checklist and certification
- ☐ Lead-free paint disclosure (if child under 6 residing in unit)
- ☐ Lead visual Inspection form(if child under 6 residing in unit)
- ☐ Residential Lease
- ☐ Do program recipients contribute to rental assistance? If yes, how are the rents calculated? Are they compliant with HUD requirements?
- ☐ Rent arrearage - cannot exceed 6 months of arrears – Onetime payment
- ☐ Rent arrearage - Applicants must have rental assistance or lease agreement – **if none exists – one must be negotiated as a condition of assistance.**

### **Utility Payments**

- ☐ Utility assistance documentation
- ☐ Utility arrears documentation- shows how arrears are preventing participant from obtaining housing

### **Security Deposits**

- ☐ The inability of the household or individual to pay security deposit is due to a *sudden* reduction of income.
- ☐ There is a reasonable prospect that the household or individual will be able to resume future payments within a reasonable period of time.
- ☐ Cannot exceed the amount of 1 months rent.
- ☐ Lead-Based Paint requirements apply
- ☐ Participant must agree that payment(s) can only go to a third party, such as a landlord. No payment(s) will go directly to the participant.

### **Utility Deposits**

- ☐ Assistance is necessary to prevent a utility shut off (i.e. the household or individual has received a shut off notice from their utility company).
- ☐ Applicant must provide verification of need and proof of income.
- ☐ The inability of the household or individual to pay security deposit is due to a *sudden* reduction of income.
- ☐ There is a reasonable prospect that the applicant will be able to resume future payments within a reasonable period of time.
- ☐ Participant must agree that payment(s) can only go to a third party, such as a landlord. No payment(s) will go directly to the participant.

### **Moving Costs**

- ☐ Time monitoring of storage not to exceed **3 months**
- ☐ Documentation of reasonable costs for moving/ storage expenses
- ☐ Documentation of why storage and/or truck rental is necessary
- ☐ If short term storage fees, document plan of where items will be stored after 3 months

**Mediation Programs/Attorney Fees**

- ☐ Available for programs that address landlord/tenant disputes (an attorney may be *contracted* for a program but no legal services are eligible).
- ☐ Capped at \$100 per household. (Mediation or attorney for landlord/tenant disputes)
- ☐ Assistance will not supplant funding for preexisting homelessness prevention activities from other sources.

**Service Completion or Termination**

- ☐ Documentation that supports that ESG Service is ended:
- ☐ No Longer Eligible for assistance
- ☐ No Longer Needs assistance